



**MICHIGAN GARDEN CLUBS, INC.**  
**District Event Budget and Final Report**

*Please complete this form to develop your event budget for any scheduled district event such as a District, Presidents' Meeting, or Leadership Development. When the event is finished, use this same form to prepare a final report. If you have any questions on how to complete this form, please contact the 1<sup>st</sup> VP or Finance Chair.*

<b>District:</b> X	<b>Date:</b> April 12, 2019	<b>Event:</b> District Mtg	<b>Location:</b> Sample, MI
<b>Host Club(s):</b> Peppy Pollinators		<b>Contact Person:</b> Polly Peters	<b>Phone:</b> 313.333.3333
<b>Cell Phone:</b>		<b>Email:</b> polly.peters@wherever.com	

**District Event Revenue and Expenses**

Revenue					Budget*	Actual**	
Registration Fees	Budget*	Actual**	X	Fee			
Full Time Participants	#100	#115	X	\$30.00	\$3,000	\$3,450	
Part Time Participants	#	#	X	S			
Vendor Rental Space	#10	#10	X	\$40.00	\$400	\$400	
Gross Sales							
Silent Auction Proceeds					\$600	\$800	
Other (please identify)							
<b>Total Revenue</b>					<b>\$4,000.00</b>	<b>\$4650.00</b>	
<b>Expenses (enter in negative numbers)</b>					<b>Budget</b>	<b>Actual</b>	
Room Rental					(\$100)	(\$100)	
Equipment Rental (tables, AV, chairs)					(\$100)	(\$100)	
Speaker/Tour Guide/Workshop Leader Fees					(\$200)	(\$200)	
Meals/Breaks					(\$2500)	(\$2700)	
Publicity/Decorations					(\$100)	(\$100)	
Administrative (Printing, postage)					(\$40)	(\$45)	
Donations					0	0	
Registration Fee Refund					\$30	(\$60)	
MI Sales Tax On Items Sold (attach worksheet) Host club sold centerpieces -\$300					\$18.00	(18.00)	
Other Expenses (please identify)							
<b>Total Expenses</b>					<b>(\$3088.00)</b>	<b>(\$3323.00)</b>	
<b>Total Surplus/Deficit</b>					<b>\$912.00</b>	<b>\$1327.00</b>	
Incentive Distribution: MGC (25%) \$331.75					District: (50%) \$663.50		Host Club(s): (25%) \$331.75

**Note: The MGC Treasurer will transferred the MGC Portion to the MGC General Operating Account. A receipt for the transaction will be emailed to the District Treasurer.**

**Final Statistics:**

<b># Clubs Attending: 23</b>		<b>#Presidents Attending: 17</b>		<b># No Shows: 0</b>		<b># Vendors: 10</b>		
<b># of non-paying guests:</b>	<b>NGC:</b>	<b>CR:</b>	<b>MGC:</b>	<b>District Director:</b>	<b>Speaker/s:</b>	<b>Other:</b>	<b>Who</b>	<b>Total</b>
0	0	0	2	1	0	0		3
<b>Event Chair: Polly Peters</b>			<b>Date: 05/24/2019</b>		<b>Event Treasurer: Terry Terrific</b>			<b>Date: 05/24/2019</b>
<b>District Director: Darcy Director</b>				<b>Date:</b>				

Please send a copy of this report to the 1<sup>st</sup> VP, MGC Treasurer and Finance Chair. Retain one copy for district financial records (held for 7 years) with the District Treasurer.